

## Engineer I, II, or III

**Goal 1. Develop a design for \_\_\_\_\_ by \_\_/\_\_/\_\_.**

- a. Engineering Calculations collected in an engineering note by \_\_/\_\_/\_\_.
- b. Develop sketches and prepare a drafting request for developing the fabrication drawings by \_\_/\_\_/\_\_.
- c. Prepare a specification for purchasing \_\_\_\_\_ by \_\_/\_\_/\_\_. Include technical specification, Exhibit A and an Addendum to Exhibit A.
- d. Approve fabrication drawings within one week after the drawings finish the drafting group internal checking process. Follow drafting progress so that the changes needed before final drawings approval require less than 40 hours of drafting time.
- e. Follow fabrication and answer any technical questions raised.

Identify and inform me of any work you perceive to be of higher priority that will take your focus away from this task.

Adhere to the following limits:

- f. Material and Services budget for this item (including all material, installation services) is \$XXXk.
- g. Your effort to be expended in this job shall not exceed 480 per-hours (about ¼ FTE).

Identify and inform me of any scope additions to this work that, if acted on, would result in exceeding the above limits.

- h. Schedule:  
Your goal is to finish this design and initiate drafting by \_\_/\_\_/\_\_.  
Your goal is to finish the specification by \_\_/\_\_/\_\_.  
Your goal is to finish the complete the engineering note by \_\_/\_\_/\_\_.

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Comments:

- 1. This goal provides a moderate to high level of specificity. An engineer with high competence and a strong record of achievement may not require this level of detail.
- 2. The two "Identify and inform me" comments are not performance indicators and so they are not lettered but they are valuable clarifications and they should be kept – very helpful to have this level of clarity for some employees.